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Operations

**AVAILABILITY OF DESIGNATED AFMC
SENIOR PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, *Readiness*, requires designated senior personnel within Air Force Materiel Command (AFMC) to keep Headquarters AFMC informed of their whereabouts and to identify their designated alternates when they depart their permanent duty stations (PDS). It applies to the center commanders listed in paragraph **3.1** below, directors (two letters) assigned to HQ AFMC, and the HQ AFMC Command Center. It also applies to the HQ AFMC Command Section in reporting the availability of the AFMC Commander.

SUMMARY OF REVISIONS

This interim change adds a requirement for commanders and certain HQ AFMC Directors to be available to the AFMC Command Section via phone patch through their Command Post within 15 minutes of attempted contact. It also adds and explains the procedures for Commander's Availability Checks. It updates the center listing in **para 3.1**. Changes the time reports should be received by the AFMC Command Center to Fridays at 1200 ET. It updates AFMC Command Center contact information. See the last attachment of AFMCI 10-203, IC 01-1, for the complete IC. A bar (|) indicates revisions from the previous edition.

1. Purpose. Designated senior personnel assigned to AFMC must keep HQ AFMC advised of their whereabouts so they can be contacted. This instruction prescribes policy and procedures for reporting their location and availability. Used in conjunction with AFI 10-205, *MAJCOM Commander Availability*, it also prescribes procedures used in reporting the location and availability of the AFMC Commander to HQ USAF.

2. General.

2.1. Timing. The AFMC Command Section must be able to contact the AFMC field commanders listed in paragraph 3. of this instruction within 15 minutes. Field commanders, or a designated alternate during their absence, must maintain sufficient connectivity with their command post to allow a phone patch to be completed within 15 minutes of the time that the AFMC Command Section notifies the AFMC Command Center of the required contact.

2.2. Connectivity exercises. The AFMC Command Center will test the ability of field commanders to meet this requirement on a quarterly basis. Upon notification by the AFMC Command Center that a AFMC/CC telephone contact test is required, the unit command post has 15 minutes to connect the desired commander with the Command Center. To avoid having these tests disrupt important meetings or occasions, field unit commanders may establish procedures that would allow an alternate official to respond to the test (e.g., "this is Maj Jones, executive officer, responding for Maj Gen Smith to the AFMC/CC telephone contact test"). However, these procedures must ensure that the desired commander could actually have been connected in the required timeframe. The AFMC Command Center will provide the results of these exercises to HQ AFMC/DOO within two weeks after the end of each calendar quarter for review by HQ AFMC/DO and HQ AFMC/CCE.

2.3. Reports. Designated AFMC senior personnel report availability to the AFMC Command Center on a weekly basis and immediately when changes occur. The Command Center extracts and forwards this information to the AFMC Commander on a daily basis

3. AFMC Center Commanders:

3.1. Policy. These commanders report availability to the AFMC Command Center using the Commander's Availability Memo ([Attachment 1](#)). The availability memo may be sent in message form([Attachment 2](#)). This is a detailed memo transmitted every Friday. The primary means of transmission is by E-Mail. AUTODIN, DMS and FAX may also be used to transmit commander's availability memos. This reporting requirement is exempt from licensing in accordance with paragraph 2.11.5 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*. Prior to departing on leave or TDY, commanders designate an alternate. These designated alternates keep their local or host command posts informed of their locations. Commanders of the following centers submit commander's availability memos:

- 3.1.1. Aeronautical Systems Center.
- 3.1.2. Aerospace Maintenance and Regeneration Center.
- 3.1.3. Air Armament Center.
- 3.1.4. Air Force Flight Test Center.
- 3.1.5. Air Force Research Laboratory.
- 3.1.6. Air Force Security Assistance Center.
- 3.1.7. Arnold Engineering Development Center.
- 3.1.8. Electronic Systems Center.
- 3.1.9. Ogden Air Logistics Center.

- 3.1.10. Oklahoma City Air Logistics Center.
- 3.1.11. Sacramento Air Logistics Center.
- 3.1.12. San Antonio Air Logistics Center.
- 3.1.13. Space and Missile Systems Center.
- 3.1.14. Warner Robins Air Logistics Center.

3.2. Procedures. Commander's availability memos are transmitted each Friday and must be received in the AFMC Command Center NLT 1200 Eastern Time (ET). Commanders also provide a copy to their local or host command post. Each memo details a commander's availability for the next seven-day period (Saturday through Friday). The Command Center closely monitors receipt and will notify the unit's command section when a memo is not received by 1200 ET. In preparing this memo or message, units follow the examples provided with special attention to the following:

- 3.2.1. Use E-Mail address: <mailto:afmc.command.center@wpafb.af.mil>. The Command Center's FAX numbers are: DSN 787-1473 or commercial (513) 257-1473. If transmitting messages via AUTODIN use ROUTINE precedence to action addressee:

AFMC COMMAND CENTER WRIGHT-PATTERSON AFB OH// using AUTODIN transmit NLT 0900 ET. If transmitting messages via DMS use the following address: C:us,O:u.s. Government,OU:dod,OU:AF,OU:Organizations,L:WRIGHT-PATTERSON AFB OH,OU:HQ AFMC COMMAND CENTER(n).

NOTE: Messages transmitted via E-Mail may encounter significant system-related delays. Originators should use the system that best ensures Command Center receipt by the specified NLT time.

- 3.2.2. When a commander's leave or TDY period extends beyond Friday, include the planned return date in part three.
- 3.2.3. ET is used throughout the memo.
- 3.2.4. When the commander will be present for duty during the entire seven day period, part three shows the reporting period followed by PRESENT FOR DUTY and parts four and five contain the term NOT APPLICABLE.
- 3.2.5. Always provide a message POC and DSN number in part six.
- 3.2.6. Immediately relay any change to the information contained in an availability memo to the Command Center. The unit first advises the Command Center telephonically, then follows up with a hard copy memo. When the change occurs during nonduty hours, the Command Center may defer the hard copy requirement until the next duty day.
- 3.2.7. Availability memos containing detailed foreign travel itineraries of general officers or their civilian equivalents will be marked For Official Use Only (FOUO) and protected accordingly.

4. HQ AFMC Directors:

- 4.1. Policy. These individuals report their availability on a weekly basis using the Director's Availability Memo ([Attachment 3](#)). This is a detailed memo sent to the Command Center every Friday.
- 4.2. Procedures. Director's availability memos are sent to the Command Center NLT 1200L each Friday. Each memo details the principal's availability for the next seven-day period (Saturday through

Friday). The Command Center closely monitors receipt of each memo and will notify the Directorate Executive Officer when a memo is not received by 1200L. Director's availability memos contain six parts and are prepared following the example provided ([Attachment 3](#)). Message guidance specified in paragraphs [3.2.1.](#) through [3.2.7.](#) also applies to the director's availability memo.

4.3. **Timing.** The AFMC Commander and Vice Commander must be able to contact the following Directors within 15 minutes: DO, DR, LG, PA, SC, SF, SG and XP. These directors, or a designated alternate during their absence, must maintain sufficient connectivity with the AFMC Command Center (257-6314) to allow a phone patch to be completed within 15 minutes of the time that AFMC/CC or AFMC/CV notifies the AFMC Command Center of the required contact. These directors will be included in connectivity exercises (see [para 2.3.](#)).

5. Headquarters AFMC Command Center:

5.1. **Policy.** The Command Center provides availability information to the commander each duty day.

5.2. **Procedures.** The Command Center reviews all availability memos and messages as they're received and resolves problem areas through the POCs by 1630 ET on Friday. Each duty day the Command Center compiles availability information and transmits it to the Command Section via FAX or E-Mail NLT 0500L.

6. Reporting Availability of the AFMC Commander: AFI 10-205 prescribes policy and procedures used in keeping HQ USAF advised of the commander's location and availability; the following provides additional guidance:

6.1. The Command Section prepares and transmits the initial commander's availability message to the Air Force Operations Support Center (AFOSC). A copy of this message is sent to the Command Center.

6.2. The Command Section notifies the Command Center when the commander departs from or returns to the headquarters. Once notified, the Command Center relays this information telephonically to the AFOSC.

6.3. Pass changes to the commander's initial itinerary to the AFOSC as soon as they become known. During nonduty hours, the Command Center makes this notification. During duty hours, the Command Section may make this notification or request the Command Center do it. Report extensive changes to the initial itinerary via hard copy message after the telephonic notification is made.

CHARLES L. WELTY
Deputy Chief, Operations Division

Attachment 1**SAMPLE COMMANDER'S AVAILABILITY MEMO****Figure A1.1. Sample Commander's Availability Memo.**

MEMORANDUM FOR HQ AFMC Command Center

4225 LOGISTICS AVE STE 12

WRIGHT-PATTERSON AFB OH 45433-5751

FROM: OC-ALC/CC

3001 STAFF DRIVE

TINKER AFB OK 73145-3001

SUBJECT: Commander's Availability 5-11 DEC 93

1. Unit: Oklahoma City Air Logistics Center

2. Commander: Maj Gen Robert T. Perry

3. Period and Status:

5-6 DEC: Present for Duty

7-8 DEC: TDY--Washington DC -- Attend Logistics Conference

9 DEC: LEAVE--Baltimore MD

10-11 DEC: Present for Duty

4. Travel Itinerary (All Times Eastern)

071400 DEC: Depart Tinker AFB OK

071530 DEC: Arrive Washington DC

Qtrs:-- Sheraton, Crystal City, Phone XXX-XXX-XXXX

081700 DEC: Depart Washington DC

081800 DEC: Arrive Baltimore MD

Leave phone number available through Tinker AFB Command Post

100600 DEC: Depart Baltimore MD

100930 DEC: Arrive Tinker AFB OK

(Note: Show mode of travel for trips to Wright-Patterson AFB OH)

5. Designated Alternates and Duty Phone:

7-8 DEC: Brig Gen Rebecca A. Rodgers, DSN XXX-XXXX, COMM XXX-XXX-XXXX

9 DEC: Col John D. Hayes, DSN XXX-XXXX, COMM XXX-XXX-XXXX. During non-duty hours contact alternate through the Tinker AFB Command Post, DSN XXX-XXXX OR XXX-XXXX, COMM XXX-XXX-XXXX.

6. Memo POC is Maj Williams, DSN XXX-XXXX. Brig Gen Rodgers Convalescent Leave 9 DEC.

Attachment 2

SAMPLE MESSAGE FORM AVAILABILITY MEMO

Figure A2.1. Sample Message Form Availability Memo.

(Routine Precedence)

OC-ALC TINKER AFB OK//CC//

HQ AFMC COMMAND CENTER WRIGHT-PATTERSON AFB OH

UNCLASSIFIED

MSGID/GENADMIN/OC-ALC CC//

SUBJ/COMMANDERS AVAILABILITY 5-11 DEC 93// RMKS/

1. UNIT: OKLAHOMA CITY AIR LOGISTICS CENTER

2. COMMANDER: MAJ GEN ROBERT T. PERRY

3. PERIOD AND STATUS:

5-6 DEC: PRESENT FOR DUTY

7-8 DEC: TDY WASHINGTON DC -- ATTEND LOGISTICS CONFERENCE

9 DEC: LEAVE BALTIMORE MD

10-11 DEC: PRESENT FOR DUTY

4. TRAVEL ITINERARY (ALL TIMES EASTERN) (Note: Show mode of travel for trips to Wright-Patterson AFB OH)

071400 DEC: DEPART TINKER AFB OK

071530 DEC: ARRIVE WASHINGTON DC

QTRS -- SHERATON, CRYSTAL CITY, PHONE XXX-XXX-XXXX

081700 DEC: DEPART WASHINGTON DC

081800 DEC: ARRIVE BALTIMORE MD

LEAVE PHONE NUMBER AVAILABLE THROUGH TINKER COMMAND POST.

100600 DEC: DEPART BALTIMORE MD

100930 DEC: ARRIVE TINKER AFB OK

5. DESIGNATED ALTERNATES AND DUTY PHONE:

7-8 DEC: BRIG GEN REBECCA A. RODGERS, DSN XXX-XXXX, COMM XXX-XXX-XXXX

9 DEC: COL JOHN D. HAYES, DSN XXX-XXXX, COMM XXX-XXX-XXXX. DURING NON-DUTY HOURS CONTACT ALTERNATE THROUGH THE TINKER COMMAND POST, DSN XXX-XXXX OR XXX-XXXX, COMM XXX-XXX-XXXX.

6. MSG POC IS MAJ WILLIAMS, DSN XXX-XXXX. BRIG GEN RODGERS CONVALESCENT
LEAVE 9 DEC.

Attachment 3

SAMPLE DIRECTOR'S AVAILABILITY MEMO

Figure A3.1. Sample Director's Availability Memo.

4 DEC 93

MEMORANDUM FOR HQ AFMC Command Center

FROM: HQ AFMC/DO

SUBJECT: Commander's Availability 5-11 DEC 93

1. Directorate: Test and Operations
2. Principal: Brig Gen David W. Marshall
3. Period and Status:
 - 5-7 DEC: Leave -- Local Area
 - 8 DEC: TDY -- Eglin AFB FL
 - Guest Speaker NCOLS Graduation
 - 9-10 DEC: Present For Duty
 - 11-28 DEC: Leave -- Lexington KY
4. Travel Itinerary (All Times Eastern)
 - 080900 DEC: Depart Wright-Patterson AFB OH
 - 081130 DEC: Arrive Eglin AFB FL
 - Qtrs: Base Billeting, DSN XXX-XXXX, Comm XXX-XXX-XXXX
 - 082100 DEC: Depart Eglin AFB FL
 - 082300 DEC: Arrive Wright-Patterson AFB OH
 - 110800 DEC: Depart Wright -Patterson AFB OH en route Lexington KY
 - Leave Phone Number XXX-XXX-XXXX.
5. Designated Alternate: Col Stephen K. Morris, Ext X-XXXX
6. Memo POC: Ms. Nancy Robinson, Ext X-XXXX

Attachment 4

IC01-1

IC 01-1 TO AFMCI 10-203, AVAILABILITY OF DESIGNATED AFMC SENIOR PERSONNEL

5 January 1996

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AFMC COMMAND CENTER WRIGHT-PATTERSON AFB OH// using AUTODIN transmit NLT 0900 ET. If transmitting messages via DMS use the following address: C:us,O:u.s. Government,OU:dod,OU:AF,OU:Organizations,L:WRIGHT-PATTERSON AFB OH,OU:HQ AFMC COMMAND CENTER(n).

NOTE: Messages transmitted via E-Mail may encounter significant system-related delays. Originators should use the system that best ensures Command Center receipt by the specified NLT time.

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